

External - Job Order Detail
STATE OF MONTANA IS AN EQUAL OPPORTUNITY EMPLOYER

Department: DEPARTMENT OF LABOR & INDUSTRY

Division: Employment Relations

Bureau: Labor Standards – Wage & Hour Unit

Date Posted: 06/24/2008

Job Category: Business and Financial Operations

**Position
Number:** 66204211

Position Title: COMPLIANCE SPECIALIST

**Bargaining
Unit:** 071

Union: NLRA

Location: HELENA

Job Status: Full Time Permanent

Salary: \$30,156.00 to \$37,695.00

Salary Unit: Year

Additional Applicants' qualifications will be assessed based on minimum

Salary Info: qualifications and in accordance with Pay Plan Rules. Successful applicant's pay will be set using the above salary range based on qualifications.

Shift: Daytime

Band: 05

Closing Date: 07/11/2008

**Supplement
Required:** Yes

Applications must be received by 5:00pm on the closing date.

Apply to your Local Montana Job Service Center

- OR -

State Agency:

DEPARTMENT OF LABOR & INDUSTRY

P.O. Box 1728

HELENA, MT 59624

Phone: (406) 444-3710

Fax: 444-3685

TTY: 444-0532

E-mail: dliapps@mt.gov

Special Information:

Requires extensive use of computer for word processing (Word & Excel) and electronic mail. Must be able to learn material and make public presentations. Travels statewide by

state car and public transportation. For complete job description contact dliapps@mt.gov.

For further information about DLI agency and job application materials see: <http://dli.mt.gov/jobopenings/>.

Upon date of hire, eligible for 100% state paid premiums for employee "core" medical, dental, and basic life insurance coverage (dependent coverage and supplemental options available at an additional cost). Earn 15 working days of vacation, 12 sick leave, and 10 paid holidays per year. Membership in a Retirement System with the state matching begins upon the first day of employment (vesting criteria applies).

The successful applicant must receive positive job references. Pay for employees new to the Department will be set at one step below the salary of employees with similar qualifications and shall have pay adjusted to the appropriate salary following successful completion of the trial period.

Duties:

This position interprets the laws, rules and related case laws involving various wage and hour laws dealing with the public and private sector and adjudicates and mediates controversies regarding the various wage and hour laws administered by the Bureau. Maintains database records and files. Researches, compiles and prepares special reports and statistical information for management.

This position also has sole responsibility for the administrative duties of the Collective Bargaining Unit. Administers the election procedure and represents petitions and religious non-affiliation petitions. Maintains arbitration/fact-finding rosters/list. Manages, reviews and assigns unfair labor practices, statutory grievances, unit clarification petitions, mediations requests, training requests and classification appeals for state employees. Enters data for all collective bargaining records and structures and coordinates all functions of the Board of Personnel Appeals.

Competencies:

Requires knowledge of the federal Fair Labor Standards Act; various federal labor laws; Montana State wage and hour laws and various Montana labor laws; Workers' Compensation laws; Unemployment laws; collective bargaining and labor agreements and contract laws; Independent Contractor laws; federal and Montana Davis Bacon Acts; Human Rights Act; bankruptcy laws and collection laws; and Montana Administrative laws. Must have the ability to interpret, communicate and apply laws, regulations, administrative rules, attorney general opinions and case law to factual situations and agency policies related to all of these Acts and Laws. Knowledge and ability to use principals, methods, and laws of investigation such as determining a plan of inquiry, interviewing, comparison and analysis of documents, basic legal research, and to determine the conclusions to be drawn from the information gathered. Knowledge of legal terminology, formats, and court requirements; common business practices and records including financial and payroll records.

Must have skills and ability to communicate effectively orally and in writing; establish and maintain effective working relationships; mediate and conciliate with parties to cases; analyze conflicting facts; work independently and in an organized manner; work and plan to meet deadlines; and use general office equipment, computers and software in word processing, database, spreadsheets, and research.

The Department of Labor and Industry strives to provide an effective customer focused work environment. Our goal is to provide excellent service to all our customers. The core values of this Department are customer focus, individual responsibility, individual growth, ethics in the workplace, and continuous improvement. These values represent the Department's expectations of staff and the ideal employee is one who embraces these values.

Education/Experience:

Qualifications can be met by a bachelor degree in business, public administration, or other related field and one year of directly related experience in judicial or legal fields. Equivalent combinations of education and experience will be considered.

The successful applicant(s) with college credits or college degree(s) shown on the application may be required to provide a copy of their college transcripts or diploma upon interview or prior to hire for pay setting purposes.

Application materials required initially for this position include the following:

Signed and completed State of Montana Employment Application (PD-25, Rev. 5/2003 or later). Portions of the application may be photocopied if legible (see application page 1 for instructions).

If Supplement Required, complete application supplement identified with your name and the position number (see attached Supplement Questions if provided).

Applications & Selection Process requirements:

1. SIGNED (typed signatures are considered) and COMPLETED State of Montana Employment Applications (PD 25).
2. Completed WRITTEN (typed) RESPONSE to Supplemental Questions.
3. Applicants **claiming the Veterans' or Persons with Disability Employment Preferences** (PD-25A) must provide verification of eligibility with the application materials.
4. The successful applicant(s) with college credits or college degree(s) shown on the application may be required to provide a copy of their college transcripts or diploma upon interview or prior to hire for pay setting purposes.

*Application materials can be obtained from any Job Service office or downloaded from <http://dli.mt.gov> or <http://dli.mt.gov/jobopenings>. Applications must be received by 5:00 p.m. on closing date. Applications will be rejected for late, incomplete or unsigned application materials.

***If reasonable accommodations are required, please notify Office of Human Resources (or Human Resource Officer)(406) 444-3710/444-4534 in advance.

Supplemental Questions:

The information you provide on this application supplement will be used by the selection panel in combination with your education and experience to determine which applicants will be selected for an interview. Your responses will be viewed apart from your state application and other application material, therefore, IT IS IMPORTANT TO PROVIDE SPECIFIC INFORMATION REGARDING NAMES OF EMPLOYERS, DATES, JOB TITLES, ETC. In order to receive full credit, you must express yourself fully and completely. Do not expect the selection panel to make assumptions based upon your application, resume, or other materials when rating your application supplement.

Please put your name and the position and position number you are applying for at the top of each page.

1. This position requires frequent public contact. Describe your experience

answering questions, providing technical assistance and providing information to the public. Indicate the frequency, the type of information provided, and whether written and or verbal.

2. Describe your knowledge of and or experience in compliance or claims related work. If this experience involved contested situations be specific as to the nature and frequency of these situations.